



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Staff Information Systems Analyst (Specialist)
Tenure: Permanent, Full-time
Location: San Francisco, CA

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Chief Information Officer (CIO), the Staff Information Systems, Specialist (Staff ISA, Spec.) as project leader and technical specialist will be responsible for design, implementation and network administration of the OSPD data and telecommunication enterprise; assisting OSPD staff in the use of commercial off the shelf software packages; maintaining the OSPD intranet and internet. The Staff ISA, Spec. is also responsible for maintaining network documentation and administrative documentation such as the Business Resumption Plan, Operational Recovery Plan (ORP), Continuation of Operation and Continuity of Government (COOP/COG). The Staff ISA, Spec. installs and maintains OSPD's network operating systems. Installs and maintains connections between the offices, telecommuters, external contractors and federal, state and county agencies and the private sector. Evaluates state-of-the-art network-related hardware and software, advises management on options available for functional enhancements to the OSPD network. Maintains multi-user access to network services such as network printers, CD-ROMs, internet access to the OSPD network. Under the guidance of Senior Information Systems Analysts, helps to maintain an electronic link between the San Francisco and Sacramento offices and between those offices and telecommuters. Ongoing development and maintenance of the OSPD Internet and Intranet web site. Assists in the configuration and installation of new hardware and software on the network and individual computers. Ensures all departmental installed software is legal, updated and properly licensed. Maintains and keeps current network documentation as well as Information Systems administrative documentation required by allied Control Agencies.

DESIRABLE QUALIFICATIONS:

Ability to provide strong leadership, direction; Ability to work independently and in a team environment; Ability to analyze data and situations, identify and solve problems, reason logically and draw valid conclusions; Ability and desire to keep current on Information Technology related issues; Knowledge and experience in general information technology principles, service management and the missions, goals and values of the System; Good customer service skills; Good interpersonal skills with the ability to interact with others at all levels.

WHO SHOULD APPLY:

Qualified applicants currently in the classification or with transfer/list appointment eligibility are encouraged to apply. SROA/Surplus candidates must indicate this status in section 12 of the state employment application. Applications will be screened and only the most qualified will be invited to interview.

Send an Application To:

Raquel Correa, Human Resources
Office of the State Public Defender
801 K Street, Suite 1100
Sacramento, CA 95814 (916) 445-5447

FINAL FILING DATE: June 12, 2007

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 06/04/2007